

GCLM User Team Meeting Notes August 2, 2006

Attendees: Beam, Doug (OFM); Castro, Rick (OFM); Hanson, John (CTED); Hontanosas, Del (CTED); Saylor, Liz (ECY); Stewart, Debbie (ECY); Zeiler, Gary (ECY); **Subject Matter Experts:** Lowe, Laura (ECY); Nejedly, Jeffrey (ECY)

Invited: McAuliffe, Kreighan (ECY); **Subject Matter Expert:** Lindwall, Lydia (ECY)

OFM Web Site: <http://www.ofm.wa.gov/accounting/grants/default.asp>

Next Meeting: Wednesday, August 23, 3:00 pm – 5:00 pm, Point Plaza West 2nd Floor Large Conference Room

Meeting Agenda for August 23, 2006:

Approve August 2, 2006 Meeting Minutes
Work Plan Review
Communication Needs Survey
Review Vendors Selected and Dates
Review Vendor Assessment Process

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Notes from August 2, 2006 Meeting

1. Approved June 28, 2006 Meeting Notes.
2. Work Plan review / update
Presented the up-dated work plan. There were no significant changes to the work plan. Line 120 is completed; Vendor receives and routes to appropriate person.
3. Vendor replies to the RFI:
Response Returned: Dulles Technology Partners Inc (DTPI)
Notified Will Respond: Arlington Group
OGMA Consulting Corp.
Nextance
Notified Will Respond Not on Vendor RFI List: C-Lutions
4. Subject Matter Experts Role in Assessing a Vendor's System is:
 - a. Each agency CTED and Ecology would like 3 people at each vendor demonstration (8 pm to noon). Also attending is Derek Basham from the OFM Roadmap project.
 - b. All the vendor responses to the RFI will be sent to the subject matter experts.
 - c. The subject matter experts can provide vendor questions to the GCLM team before the session begins.
 - d. Subject matter experts are to observe the demonstration and provide input in the post-demonstration discussion.
 - e. The subject matter experts will have up to 15 minutes total time to question the vendor at the end of the presentation.
 - f. After each vendor presentation, the GCLM team, subject matter experts and Derek Basham will meet to discuss and assess the vendor's product (noon to 2 pm).
 - g. Neither the subject master experts, the Roadmap participant, or team members other than Doug Beam are to contact the vendor.
5. CC the GCLM team on any communication with the subject matter experts.
6. Recommend that a vendor not be penalized for not using a Microsoft centric solution. The emphasis should be open source.
7. The GCLM team decided to invite Dulles Technology Partners Inc to demonstrate their system.

8. A memo rather than a meeting on the project status will be sent to the Executive Steering Committee members.
9. No team meeting is scheduled for August 9 and 16. Communication will be through e-mail.

Action Items

Action	Assigned	Due Date
CTED provide three agency subject matter experts to attend the vendor presentations.	Del	8/4/2006
Send meeting invites to CTED subject matter experts to review role in vendor presentations.	Del	8/16/2006
Send invites to the CTED subject matter experts for the vendor demonstration dates.	Doug	8/4/2006
Set-up demonstration date with Dulles Technology Partners Inc to demonstrate their system	Doug	8/4/2006
Distribute the RFI letter, the link to the RFI Questionnaire and appendices, and the Dulles Technology Partners Inc RFI responses. Ecology subject matter experts and Derek Basham. CTED subject matter experts.*9	Doug	8/3/2006 8/4/2006